

CCC SUBSTANCE ABUSE SPECIALIST

344

DEPARTMENT: Community Services/Colonial Community Corrections (CCC)

NATURE OF WORK:

Performs responsible, professional work providing the delivery of substance abuse prevention/treatment services to defendants and offenders placed in Colonial Community Corrections (CCC).

Work is performed independently within established policies and procedures and is reviewed by the CCC Administrator. Work requires performance of some duties outside the normal working hours.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists pretrial officers and probation officers with the substance abuse screening of defendants and offenders who are identified as potential substance abusers.

Performs substance abuse assessments on all defendants and offenders identified as needing further assessment.

Interviews prospective defendants and offenders to assess service needs and explain existing substance abuse prevention/treatment services.

Prepares draft treatment plans for review, with consideration given to the nature and severity of the problem, family and job-related issues, individual and family histories, physical and mental conditions, and other pertinent factors.

Shares information and discusses prevention and treatment methods and techniques with peers and other professionals.

Co-facilitates therapeutic group for clients with alcohol and/or drug-related problems.

Assists peers with drug/alcohol urinalysis testing.

Provides the CCC Administrator with oral/written reports on defendant/offender progress.

Assists in preparing necessary management information system reports for the program and DCJS utilization.

Maintains all appropriate client records according to governing standards.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports unsafe work conditions or practices to supervisor.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties to be performed in a office setting.

Operates telephone, computer keyboard, FAX, audiovisual equipment, alco-sensor (breathalyzer), and drug screen equipment to detect alcohol and drug consumption.

Drives County vehicle.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of alcohol and/or drug addition and the physiological and psychological effects.

Knowledge of various substance abuse prevention and treatment methods.

Knowledge of interviewing and assessment techniques.

Knowledge of existing referral agencies and community resources.

Ability to establish rapport and maintain effective relationships with clients.

Ability to establish and maintain effective working relationships with community agencies and organizations, CCC staff, DCJS staff, and clients.

Ability to communicate effectively both orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a bachelor's degree in psychology, social work, or related field; or any equipment acceptable combination of education and experience providing the knowledge, skills, and abilities cited above.

CERTIFICATES AND LICENSES REQUIRED:

Under the supervision of the contracted group facilitator, obtain Certified Substance Abuse Counselor Certification.

Must possess a valid Virginia driver's license and have acceptable driving record based upon James City County's criteria.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title CCC Substance Abuse Specialist Position Number 344
Department Community Services Division Colonial Community Corrections

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☐ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ☐ ground to waist ☐ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☒ Lift ☒ Push/Pull ☒ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☒ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☒ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☐ Other _____
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit			✓					✓	
Walk									
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☒ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☒ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☒ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision
☐ Night vision
☐ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

***VII. Driving:* The ability to transfer or convey in a vehicle.**

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			